

Job Posting



Job Title:	Grants Manager
Department:	Development
Reports To:	Development Director
FLSA Status:	Exempt

About Caritas of Austin

Caritas of Austin provides a service continuum for those experiencing poverty that begins with a safety net and links them to resources to achieve self-sufficiency.

We envision a community where there is respect for all individuals, hope for those experiencing poverty and opportunities for self-reliance.

At Caritas of Austin, our hope for our clients, staff, volunteers and community is demonstrated through Commitment, Equity, Respect and Support.

Position Summary

The Grants Manager is responsible for the oversight of the grants process, which includes writing grant/contract proposals, reporting and compliance, in order to raise revenue for Caritas of Austin from public funding, private foundations, corporations, organizations, and other appropriate funding sources.

Essential Duties & Responsibilities

- Works closely with Caritas of Austin management to identify service and program needs and develop an annual plan and grant goals with reasonable outputs and outcomes.
- Manages the life cycle of all grants and contracts using knowledge of contract administration rules/regulations, technical expertise, relationship-building and analytical skills; including creation and submission of grant requests, letters, proposals, budgets, and presentations, exhibiting superior writing skills.
- Tracks and maintains grant application and reporting requirements as part of the grant process and maintains an internal calendar of all deadlines across the agency.
- Provides grant summary reports to appropriate staff after funding is awarded and management. Meets with Program Manager(s) to outline grant requirements to ensure compliance with conditions of grant agreements (i.e. what \$\$'s can/cannot be spent, deadlines, reporting requirements, outputs and outcomes).
- Develops and maintains effective working relationships with funders and their staff, prior to, during the life-cycle of the grant, and through close-out/follow up.
- Identifies, researches, and develops grant funding sources and communicates those opportunities to appropriate leadership in a timely manner to assure appropriate preparation of grant.

Grants Manager Job Posting – May 2017



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- Manages Grants Coordinator position in his/her duties and tasks.

Qualifications

Education

Undergraduate degree in Social Work, English, Journalism, or similar field is required.

Experience

- Requires two years of government and/or philanthropic grant writing and grants administration.
- A proven track record of successfully awarded grants to include total dollar amounts raised.
- Experience with social services, homelessness or refugee issues, government contracts and private funding sources is preferred.

Grant writing Skills: Demonstrated superior written communication skills, with emphasis on grant proposals and clear, persuasive correspondence. Highly developed attention to detail, the ability to prioritize appropriately, make independent decisions and work well under tight deadlines. Must be able to work fast, be output oriented, and produce high quality work in a short amount of time. The scope of the position requires a strong proficiency in planning and executing multiple projects simultaneously. Demonstrated ability to assess trends and translate concepts into practical applications.

Communication Skills: Must have the ability to work independently and as a member of a team. Calmness and efficiency needed to perform activities involving many details and frequent changes and strong communication skills. Effectively and collaboratively work across departments with all Program Directors, the Chief Financial Officer, Director of Development and Executive Director. The ability to write and speak effectively on the situation; actively listens to others, asks questions to verify understanding, and uses tact and consideration when delivering feedback to others. Must exhibit high level of competency in relationship building and customer service.

Computer Skills

Computer experience, familiarity with Internet-based research and desktop publishing skills, proficiency with MS Word, MS Excel, Power Point & database software are essential.

How to Apply

Please email cover letter and resume by June 9 to: developmentjobs@caritasofaustin.org No phone calls please. Please provide your desired salary requirements.

Benefits

Paid Time Off

Medical/Dental/Vision Insurance

Life and Disability Insurance

Paid Holidays

Retirement Plan with Employer Match

EAP (Employee Assistance Program)

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